



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-16	Subject: <b>EMPLOYEE PROBATION AND TRIAL PERIOD</b>
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	Revision Date: 10/09/01; 03/14/03
Signature: /s/ Mike Ferriter	Effective Date: 06/01/00

**I. BUREAU DIRECTIVE:** The Probation and Parole Bureau requires all newly hired, promoted or reassigned employees to serve a probationary or trial period for the purpose of evaluating the employee's potential for satisfactory job performance.

**II. AUTHORITY:**

*DOC 1.3.1*

*3-0170, M.O.M.*

*2-18-1200, MCA.*

*Human Resources Policies*

*Probation*

*Employee Protection Act*

**III. DEFINITIONS:**

**Department of Corrections Internal Reduction in Force Registry** is a registry of RIF'd employees who will be given an opportunity to apply for vacant Department positions prior to posting of positions to the state RIF registry and/or to the general public.

**IV. PROCEDURES:**

- A. The Probation and Parole Bureau shall require all newly hired employees to serve a twelve-month probationary period prior to receiving permanent status in their position. Administration of employee probation must be accomplished as required by 3-0170 M.O.M.
- B. Employees who have attained permanent status and who are internally promoted or reassigned shall serve a trial period of six months in the new position. At the time of the promotion or reassignment, the employee's supervisor will:
  - 1. Inform the employee of the length and conditions of the trial period, and date(s) of performance appraisals at the time of promotion and conduct a job performance pre-appraisal.
  - 2. Complete a performance appraisal prior to the completion of the trial period. Unless an employee receives written notification that s/he has not satisfactorily completed the established trial period, on or before the end of the trial period, the employee is permanently placed in the new position.

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3. If an employee is performing below standard during the trial period, inform the employee of performance deficiencies through a performance appraisal, and provide at least 30 calendar days for the employee to correct the performance deficiencies. The trial period may be extended to accommodate the necessary 30 calendar days.
4. If an employee is still performing at a below standard level after the 30-day notice, inform the employee that, without recourse to the discipline, grievance or reduction-in-force policies, the Bureau will:
  - a. Return the employee to the former position, if vacant;
  - b. Offer the employee an available position for which he/she is qualified (salary will be adjusted per pay plan rules); or
  - c. Lay off the employee and place on the DOC Internal RIF Registry and other benefits provided by the Employee Protection Act.
- C. Employees who have attained permanent status shall retain permanent status if their position is reclassified.

**V. CLOSING:** Questions concerning this procedure shall be directed to the Probation and Parole Bureau Chief or a member of the Helena Office personnel section.